

Building Permit Checklist for Temporary Tent

Accepted By: _____

Name of Applicant: _____ Initial _____ Date _____

Your application will be reviewed and full comments provided within _____ business days.

The following is a list of drawings/documents which are required to be submitted in order to obtain a building permit.

	Description	Rec'd	Comments
MANDATORY TO APPLY FOR PERMIT	Site Plan Approval and Site Plan Agreement (including Oak Ridges Moraine)		If applicable
	Niagara Escarpment Commission Approval		If applicable – (905) 877-5191
	Toronto Region Conservation Approval		If applicable – (416) 661-6600, ext 5221 to book appointment
	Credit Valley Conservation Approval		If applicable – (905) 670-1615
	CTC Source Protection Plan		If applicable – www.ctcswp.ca
	* Site Plan Drawing; include location of septic system (if applicable) and setbacks to tent.		Must also show proposed drainage/lot grading if applicable.
	* Certification to CAN/ULC S109 or NFPA 701		
	* Commitment to General Review of a Professional Engineer (stamp) if area is greater than 225 m ²		
	* Structural Details to include plan, connection detail and elevations		Include occupant load, number of wash rooms, date of Event, and if a Special Occasion Permit is applied.
	* Verify Occupant Load		
	Application(s) & Payment		
OTHER	Approval from Ministry of Transportation for buildings/structures within 45 m of Hwy #9, 10 or 400 series or within 395 m of an intersection of Hwy #9, 10, or 400 series		If applicable – (416) 235-5385 or 1-866-636-0663

***2 SETS OF ALL DRAWINGS/DOCUMENTS ARE REQUIRED AT TIME OF PERMIT APPLICATION SUBMISSION** - Please be advised that additional information may be required following a full review of your application.

Tents are exempted from the requirement to obtain a permit when:

1. Not more than 60m² in aggregate area, and
2. Not attached to a building, and
3. Constructed more than 3 m from other structures.

Revised: Oct/15



TOWN OF CALEDON

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